



TERMS OF REFERENCE

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| POSITION TITLE: | Director, Biodiversity Information Management |
| DURATION OF CONTRACT: | Three (3) years (Core Staff) |
| REPORTING TO: | Executive Director, ASEAN Centre for Biodiversity |
| PLACE OF ASSIGNMENT: | ACB Headquarters, Los Baños, Laguna, Philippines |

A. Background

The **ASEAN CENTRE FOR BIODIVERSITY (ACB)** is an intergovernmental regional center that facilitates cooperation, and coordination among the members of the Association of Southeast Asian Nation (ASEAN), and with relevant national governments, regional, and international organizations on the conservation and sustainable use of biological diversity, guided by fair and equitable sharing of benefits arising from the use of such biodiversity.

ACB is mobilizing its transition towards becoming a more effective and efficient organization that will meet the emerging needs of biodiversity conservation in the ASEAN region. ACB is in search of a leader in Biodiversity Information Management who will provide leadership, vision and direction to its evolving Biodiversity Information Management Unit. The unit's main function is to ensure the proper curation of biodiversity - related data and information derived from AMS, partners and academic resources, the analysis and synthesis of such information and the generation of knowledge products relevant to informing biodiversity conservation in the region. This unit also spearheads the organisation of capacity building initiatives related to enhancing AMS skills in information management, clearing house mechanism (CHM) establishment and maintenance and delivering on the analysis of regionally and globally accessed biodiversity information through the preparation and publication of the ASEAN Biodiversity Outlook series. This unit will maintain partnerships with global and regional organizations who are involved in biodiversity information management.

The Biodiversity Information Management Unit will have three major thrusts, embodied in three Divisions: Science and Technical Analysis, Biodiversity Information and Geospatial Technologies and Knowledge Management. The unit will interact with the Science Advisory Committee of ACB and Data management partners to ensure the integrity of its outputs. The unit will establish a network of data and information contributors from among academic and research institutions and support the ASEAN Member States (AMS) through capacity building in information management, CHM establishment and maintenance and regional analysis. This unit, in recognition of the crosscutting functions of KM will facilitate the exchange and sharing of information across all units of ACB, and among relevant partners and stakeholders utilizing knowledge management concepts and strategies.

B. Responsibilities and Expected Outputs

The Director, Biodiversity Information Management (BIM) shall provide overall leadership, strategic directions and supervision of the evolving Biodiversity Knowledge Management Unit of ACB. He/She will have direct responsibility for, and accountability in crafting and pursuing



the strategic directions of the unit. He/She will spearhead the maintenance of existing institutional frameworks for sharing biodiversity information, experiences, best practices and lessons learned on key biodiversity concerns for efficient access of the AMS. Where necessary, the incumbent will mobilize the updating and validation of such frameworks while maintaining linkages and networks with relevant organizations.

The Director, Biodiversity Information Management shall pursue effective:

- a. KM Program planning and implementation
- b. Knowledge sourcing, sharing and dissemination
- c. Biodiversity Information analysis and report generation
- d. Biodiversity data, information and knowledge partnerships
- e. Department and AMS capacity development relevant to information management

Specifically, the Director, Biodiversity Information Management shall:

- a. Administer, manage and ensure that the evolving Biodiversity Knowledge Management Unit fulfills its purpose and supervise the unit in achieving the following three major thrusts: Science and Technical Analysis, Biodiversity Information and Geospatial Technologies and Knowledge Management;
- b. Lead the updating and implementation of the Knowledge Management Plan of ACB (KM Plan) specifically on supervising the maintenance of the ASEAN clearing house mechanism (ASEAN CHM) and its accompanying databases, supervise the updating of the ASEAN Biodiversity Dashboard and coordinate the delivery of outputs of all other components of the KM Plan assigned to other ACB units;
- c. Initiate the conceptualization and supervise the implementation of the unit's annual work plans and the monitoring of related budgets;
- d. Mobilize and lead in the preparation of all unit documents and reports for submission and for presentation to relevant ASEAN Working Groups and the ACB Governing Board;
- e. Collaborate with all other units of the centre in the implementation of joint projects;
- f. Lead the development and preparation of ACB's flagship publication, the ASEAN Biodiversity Outlook series and other scientific and technical publications of the Centre;
- g. Establish and maintain linkages with international and regional organizations with a view to maintaining a network of data and information partners;
- h. Facilitate coordination with ASEAN scientists engaged by the ACB under its various programs and projects, and serve as the secretariat for the ACB Scientific Advisory Committee (ACB SAC);
- i. Develop the capacity building concept and initiate the design and delivery of training modules and courses related to biodiversity information management;
- j. Initiate partnerships to add value to data mobilization, analysis and visualisation. Mobilize the preparation of Memorandums of Cooperation with relevant partners as necessary;
- k. Coordinate and provide biodiversity-related scientific and technical advisory services to other ACB units and as appropriate, to ASEAN Member States as inputs to policy and programmes development and planning, as well as for CEPA purposes;
- l. Represent the Centre in related activities in the international and regional biodiversity arena; and

m. Perform such other duties as may be required by the Executive Director.

C. Competency Requirements

Core Values: Integrity, Professionalism, and Respect for diversity

Core Competencies: Communication, Teamwork, Planning, and Organizing, Accountability, Creativity, Client orientation, Commitment to continuous learning, and Technological awareness

D. Specific Qualifications:

Education

- Must have advanced education (master's degree is required while doctoral degree is preferred) in a combination of the following relevant fields: natural sciences, environmental management, information and communication technology;

Work Experience

- Must have excellent knowledge and experience on environmental issues in the ASEAN context, particularly on biodiversity conservation, sustainable management, and fair, and equitable use of natural resources;
- Must have 10 years of relevant working experience at the senior management level, preferably in international organisations of a multidisciplinary/ multilateral nature, or recognised environmentally-aligned non-government organisations, five (5) years of which should be on managerial and supervisory capacity;
- Must have significant exposure to and experience in implementing common standards on curating biodiversity-related information, open-source tools and data sharing;
- Must have a regional exposure in establishing effective partnerships and collaboration with institutions dealing with environment or biodiversity concerns;
- Must possess excellent team management and leadership skills;
- Must have high organisational and motivational skills, must be a good communicator, and believes in the goals and values of the organisation;

Nationality

- Must be a citizen of any ASEAN member state, must have taken up residence in the ASEAN region in the last 15 years, and must have excellent command of the English language. The ability to speak and write in any of the ASEAN national languages is an advantage. Open for ASEAN nationals only.

Others

- Not be more than 57 years old at time of hiring. ASEAN Centre for Biodiversity staff shall not be retained in active service beyond the age of 60 years.
- Systematic and is a results-driven supervisor;
- Has excellent networking capabilities and has exposure with global open-access data and biodiversity information clearing-houses;

E. Remuneration Package: negotiable

F. Timeline for the Selection Process

Position Announcement : 15 February 2021

Application Period : Until 31 March 2021

Review of Application and Selection of Candidate : April 2021

G. Application Guidelines

Applicants must prepare the following and send all to jobs@aseanbiodiversity.org.

1. A letter of Intent of no more than two pages, elaborating how his/her qualifications and experiences make him/her suitable for the position. JP 2021-02: BIM Director should be indicated in the aforesaid letter
2. Comprehensive curriculum vitae
3. Portfolio of projects handled/managed
4. Completed Personal History Form (which can be downloaded at www.aseanbiodiversity.org)

Interested applicants are advised to visit www.aseanbiodiversity.org for further details on the documentary requirements for the subject post. Deadline for submission of completed application is on **31 March 2021**. Only applications with complete documentary requirements (Letter of Intent, comprehensive Curriculum Vitae, and completed Personal History Form) will be processed. Applications received beyond this date will not be considered. Only shortlisted candidates will be given due notice. Previous applicants may apply again.



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GOVERNING BOARD MEMBERS
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